

Questionnaire for  
ENGINEERING SERVICES TO PROVIDE MANAGEMENT OVERSIGHT OF 14 CFR PART  
139 FAA AIRPORT SAFETY AND CERTIFICATION  
STATEWIDE AIRPORTS  
State Project No. CS1722-18

Experience and professional qualifications relevant to the project

1. This project will require a professional engineering firm to provide a broad range services ranging from, inspection services at various airfields and support facilities as identified in 14 CFR Part 138 FAA. The consultant is expected to provide the following tasks: new and recurrent inspection services and training to State personnel at each airport on as needed basis; coordinate with and accompany FAA and State personnel on all airport inspections; provide representation to the FAA on behalf of the State in response to addressing each safety violation; maintain all current safety compliance issues; maintain the State's database of non-compliance inspection findings; provide the State's project manager with quarterly reports on the work performed to date; conduct quarterly projects meeting with all airports; updating the State's contractor training guide; provide Safety Management System guidance (SMS) as necessary.
  - a. Please describe your firm's experience in providing professional management and inspection services for airport facilities and airfields or similar projects. Specifically cite your firm's roles and responsibilities for each project or contract.
  - b. Please describe your firm's experience providing engineering services for 14 CFR Part 139 FAA or equivalent. Specifically cite your firm's roles and responsibilities for each project or contract.
  - c. Please describe your firm's experience to providing airfield pavement designs. Specifically cite your firm's roles and responsibilities for each project or contract.
  - d. Please describe your firm's experience to providing training with regards to safety and compliance or of similar programs.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2.
  - a. Please describe your firm's experience in providing professional engineering design support for other relevant or noteworthy projects in the State of Hawaii. Specifically cite your firm's roles and responsibilities for each project or contract.
  - b. For airports construction/maintenance or other pertinent projects where your firm has provided engineering management support, please list the following:
    - Project title, location, year completed and scope
    - Client's name and phone number
    - Client's primary project manager or contract administrator

- Successful project elements
- Project challenges and how they were overcome
- How successes or lessons learned can apply to this contract

Capacity to accomplish the work in the required time

3. Please identify your firm's organizational chart as to how this project will be staffed, at a minimum based on a maximum annual contract amount of \$750,000.00, by the following classifications.

- \* Project Manager – (maximum of one employee)
- \* Project Engineer/Scientist – (maximum of one employee)
- \* Environmental Engineer/Scientist – (one employee)

Submit a one page resume for each employee listed, the employees' State in which they reside, specific projects worked on in the State of Hawaii, and the role of that employee. Note that preference will be given to those employees who are based in the State of Hawaii.

4. List all current design project(s) for each listed employee and the expected project completion dates.
5. Please list all of your firm's contract(s) with the Department of Transportation, the amount of the contract(s), and the status of the contract(s).
6. The following are Airports policies with regard to consultant contracts and will apply to your firm and subconsultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:
  - a. Unless a field office is set up at the project site and staffed with a contract administrator and/or a clerical type of position, these positions will not be considered as project chargeable, and shall be considered as an overhead expense unless otherwise allowed by the State for other project tasks.
  - b. The direct labor rates shall be the actual rates, supported by the latest payroll register for each employee. Hourly rates will be based on 2,080 hours per year. If there are multiple employees per classification, then an average rate shall be used. If payroll registers are not available, then the corresponding DAGS classification and maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.
  - c. The maximum allowable multiplier factor (overhead rate and profit) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
  - d. If your firm is selected, your firm will be obligated to staff the project in accordance with the organizational chart submitted in question 3, regardless of work order timing. The Airports Division will have the authority to request that certain key employee(s) be added

and/or deleted from the organizational chart. If a request is made to delete key employee(s), those employee(s) shall be promptly replaced with another employee(s) subject to the Airports Division's approval.